

## Appendix D- Travel Authorization and Reimbursement Policy

- D.1 SURA Travel, Relocation, and Visitor Reimbursement Policy
- D.2 Foreign Travel Authorization

## Appendix D.1 SURA Travel, Relocation, and Visitor Reimbursement Policy

### Introduction

This Travel Appendix sets forth those Southeastern Universities Research Association (SURA) travel management policies and related expenses which have cost implications under the contract and identifies those costs deemed reasonable and allowable for reimbursement when incurred in furtherance of the Contract work. Only those items of travel costs and related expenses that are set forth herein or specifically referenced in this Travel Appendix are allowable costs by advance understanding under this Contract. SURA shall use effective management review procedures and internal controls to assure that all costs are allowable and that actions which require prior approval of the Contracting Officer are approved prior to incurrence of the cost.

Either party may request that this Travel Appendix be revised and the parties hereto agree to give consideration in good faith to any such request. Revisions to the Travel Appendix shall be accomplished by executing modifications to the Contract. When revisions to this Travel Appendix are agreed upon, revised pages will be issued reflecting such changes and will bear the effective date of such changes.

The Travel Appendix is adopted for the exclusive benefit and convenience of the parties hereto, and nothing contained herein shall be construed as conferring any right or benefit upon past, present, or future employees of SURA, or upon any other third party.

SURA shall promptly furnish all reports and information required in this Appendix to the Contracting Officer. SURA recognizes that other data requests may be made from time to time by the Contracting Officer and agrees to use its best efforts to cooperate in meeting such requests.

1.0 General Provisions and Definitions

- A. SURA will be reimbursed for transportation, travel moving, and relocation expenses of its employees, other personnel traveling at the request of SURA in connection with an activity within the scope of this Contract, and prospective employees and their families, incurred at the request of, or upon approval by, SURA.
- B. SURA agrees to use its best efforts to reduce travel and relocation costs authorized by this Contract. Toward this end, SURA will develop an annual Travel Cost Management Plan, which will include steps to reduce actual travel and relocation costs as well as management actions to reduce unnecessary travel. SURA will inform the Contracting Officer within 60 days of the end of each fiscal year of the actions taken under the Plan and the results of those actions.
- C. The following definitions apply to employee travel:

Business Trip - travel outside the local area (125-mile radius) that does not qualify as a temporary assignment.

Local Travel - travel within a radius of 125 miles of an employee's assigned location.

Foreign Travel - travel to, from, and within areas outside the United States, except:

- (a) To, from, or within Canada, or
- (b) Between an employee's assigned location and a U.S. stopover enroute to or from a foreign destination when the employee performs work not related to the foreign trip at the stopover.

CONUS Travel - all travel within the Conterminous United States (contiguous U.S. and District of Columbia).

OCONUS Travel - travel Outside the Conterminous United States, including Alaska, Hawaii, U.S. territories and possessions.

- D. SURA may pay transportation, lodging, meals, incidental, relocation, and other expenses as set forth in this Appendix for employees or other persons required to travel or move in conjunction with the performance of work under this contract. Allowable costs for travel and relocation of employees include costs as set forth in this Appendix, SURA corporate policy, and to the extent required by law.
- E. SURA and DOE agree to negotiate in good faith the provisions of this Appendix which are affected by revisions of the allowable costs set forth in FAR 31.205-35 and 46 and DEAR 970.3102-16 and 17, which occur subsequent to the effective date of this Appendix.
- F. The words “traveler” and “employee” are used interchangeably in this section and refer to employees of SURA or other persons required to travel or move at the direction of SURA in conjunction with the performance of work under this contract.

## 2.0 Business Travel

The following are allowable transportation and travel expenses:

### 2. Transportation

The cost of travel by common carrier, private vehicle, rental vehicle, or other usual means of conveyance, including parking and toll fees, taxi or airport limousine fares, etc.

- A Air – Less than first class airfare via scheduled commercial airlines except when less than first-class accommodations are not reasonably available to meet necessary mission requirements. For example, less than first-class accommodations are considered not reasonably available where less than first-class accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) greatly increase the duration of the flight; (4) result in additional costs which would offset the transportation savings; or, (5) offer accommodations which are not reasonably adequate for the medical needs of the traveler.

- B. Private Vehicle – The current mileage rate as approved by the General Services Administration (GSA), and published in the Federal Property Management Regulations A-40 (FPMR), when travel by privately owned vehicle is authorized.
- C. Rental Vehicle – Rental of a commercially-rented vehicle at or below the lowest available rate for a mid-size automobile for a maximum of two travelers. Rental of larger commercially-rented vehicles is authorized when more than two individuals are traveling together and the single vehicle rental results in a cost savings to DOE when compared to the cost of renting more than one vehicle at the rate for a midsize automobile. Rental of a larger commercially-rented vehicle also is authorized when necessary to accommodate a traveler's physical characteristics (height or weight), or disability.
- D. Alternate Means of Transportation – Travel by means other than common carrier or private or rental vehicle when the mode of travel would meet the needs of SURA and result in a cost savings to DOE, or would be the most effective means of accomplishing the travel in the time available.

## 2.2 Per Diem

- A. Actual expenditure for lodging up to the ceiling for the locality as established by the GSA and published in FPMR A-40 for domestic travel, and as established by the U.S. Department of State and published in "Maximum Travel Per Diem Allowance for Foreign Areas, Section 925, A Supplement to the Standardized Regulations (Government Civilians Foreign Areas)" for foreign travel.
- B. The per diem allowance as established in the documents referenced above shall apply for each full calendar day (starting at 12:01 a.m. and ending at 12:00 midnight) in travel status. The per diem rate shall be determined based on (1) the lodging locality or (2) the city of business if lodging is not incurred.

The per diem for portions of a day, such as the day of departure and the day of return, and partial day travel shall be computed as follows:

When travel is 12 hours or less, no per diem allowance will be paid.

When travel is more than 12 hours but less than 24 hours – 75% of the applicable M&IE rate.

When travel is 24 hours or more:

- Day of departure – 75% of the applicable M&IE rate
- Full days of travel – 100% of the applicable M&IE rate
- Day of return – 75% of the applicable M&IE rate

C. Per diem is not allowed for local travel, unless lodging is required.

### 2.3 Per Diem Exceptions

When the applicable maximum per diem rate is inadequate due to special and or unusual situations, SURA may pay travelers for actual expense in excess of such per diem rate limitation. To be allowable, however, such payments must be properly justified to and authorized by the Travel Services Manager, and must in no case exceed 150 percent of the per diem limitation. Advance approval by DOE will be required if it becomes necessary for SURA to exercise the authority to reimburse travel expenses based on the actual expenses method repetitively or on a continuing basis for a particular locality.

B. SURA may pay travelers for the actual subsistence expenses associated with attendance at conferences or meetings where the cost of required lodging at the conference or meeting site absorbs all or practically all or the applicable maximum per diem allowance. Reimbursement shall not exceed 150% of the applicable maximum per diem rate.

### 2.4 Foreign Travel

A. All employees shall contact SURA's Travel Services Office 60 days before the anticipated foreign travel.

Requests for approval of official travel by employees and trip reports pertaining to foreign travel shall be prepared and processed consistent with the requirements of DOE Order 1500.3, except as modified under Appendix D.2 (DoE letter "Delegation of Authority for Approving Foreign Travel" dated 1/25/93, and DoE Memorandum "Delegation of Authority for Approving Foreign Travel Requests" dated 8/30/90.)

This requirement applies to all types of foreign travel, including Foreign Business Travel and Foreign Assignment

Travel. DOE approval will be obtained as part of the programmatic approval of the travel.

- B. Foreign Business Travel is foreign travel by an employee or another person required to travel by an employee or another person required to travel at the direction of SURA for the transaction of official business, which is estimated at the time of departure to be for a period of 90 days or less. SURA may pay travel expenses of personnel on foreign business travel in accordance with the following provisions:

Travel expenses in accordance with Sections .0 and 2.0.

- (2) Actual cost of miscellaneous expenses such as charges for conversion of travel expense advances to traveler's checks, passports, visas, work permits, photographs, immunizations, and foreign exchange fees.

- C. Foreign Assignment Travel is foreign travel by an employee at the direction of SURA for the purpose of temporarily relocating abroad to conduct official business for SURA for a period in excess of 90 days. Foreign Assignment Travel involves some relocation costs as well as some travel costs. Advance approval by DOE of costs associated with Foreign Assignment Travel is required when the total of the travel/relocation costs will exceed the total travel costs of a 90 day Foreign Business Travel trip to the same location.

## 2.5 Miscellaneous

- A. Laundry and valet service is allowable when travel exceeds one (1) week.
- B. Business-related communications costs including telephone, telegraph, telefax, copying, and postage costs, and reasonable cost of telephone calls home are allowable.
- C. Employees who finish business on Friday and remain at the business location over part or all of the weekend may voucher actual expenses for lodging, meals, and incidental

expenses, not to exceed the airfare savings resulting from the delayed return. The same provisions apply when employees arrive on a weekend for business which starts on the following Monday or for business which starts on Tuesday or ends on Thursday and the related travel time to/from the business location including stopovers is more than eight hours (travel time includes time to/from airports).

- D. Baggage handling, storage, transfer, and checking fees, except tips for personal baggage handling for nondisabled travelers, are allowable.
- E. Reasonable costs of professional, business-related reference materials are allowable.
- F. Reasonable costs of incidental materials required to conduct the business for which the traveler was sent are allowable. Such incidentals may include film to photograph fabrication processes, etc.
- G. Employees may voucher expenses for the following only when specified on the employees travel authorization:
  - (1) Registration and banquet fees (offset by appropriate reduction of subsistence meal expenses).
  - (2) Fares for travel by ocean vessel in lieu of airfare (not to exceed applicable less-than-first-class fare).
  - (3) Excess baggage charges.
  - (4) Meeting room rental charges.
  - (5) Clerical services



### 3.0 Relocation

#### 3. Interview and Recruiting Expenses

Reimbursable expenses of interviewees shall include necessary and reasonable costs incurred for travel, lodging, and meals in traveling to and from their home to the location where the interview is conducted in accordance with Sections 1.0 and 2.0 (as appropriate). Interview travel should be limited to the minimum reasonable number of days to accomplish the interview.

#### 3.2 Travel and Living Expenses

The following travel and living expenses of new and transferred regular and term exempt employees and qualified dependents may be reimbursed. In addition, SURA is authorized to reimburse travel and living expenses of new and transferred regular and term nonexempt employees (and qualified dependents) who possess specialized skills not readily available in the local recruiting area (reference Appendix A, Employee Compensation Section, 3.2). The expenses that may be reimbursed are as follows:

- A. One-way travel to the work site at less than first-class airfare.
- B. Reimbursement shall be made for driving one vehicle owned by the traveler or a dependent. With the written approval of the Human Resources and Services Director, reimbursement may be made for driving a second vehicle for purposes of relocation of dependents if such use of a second vehicle is cost-effective and in lieu of one-way travel by air.

Mileage shall be reimbursed at a rate not to exceed the current mileage rate as approved by the GSA and published in FPMR A-40. The mileage is based on odometer readings for the most direct route between authorized points. The mileage allowance is intended to cover all transportation costs (repairs, towing, tires, gasoline, oil, etc.) regardless of the number of passengers carried. Necessary ferry, bridge, road, or tunnel tolls are allowed in addition to the mileage allowance. Charges for parking in public garages shall be allowed.

- C. Employees and dependents may be reimbursed necessary and reasonable expenses for lodging, meals, and incidental

expenses until permanent residence is occupied. The following limitations apply:

- (1) Lodging reimbursement is limited to a total of 45 days, including advance house search time.
- (2) The daily allowance for meals and incidental expenses for employees and dependents age 12 and older shall not exceed the applicable maximum rate for the new location, in effect for Federal Civilian employees at the time of relocation. The maximum daily allowance for dependents under age 12 shall be one-half the adult rate, rounded up to the nearest whole dollar.
- (3) Reimbursement for meals and incidental expenses shall not exceed 45 days for each eligible family member, including advance house search time.

D. New and transferred employees may be allowed up to two weeks use of a rental vehicle with approval of the Human Resources and Services Director.

### 3.3 House Search Expenses

New and transferred employees are eligible for the following expenses.

House search expenses (up to a maximum of three (3) days) for the employee and one other member of the employee's immediate family residing in the same household to find a home before reporting to the new location. Reimbursable expenses include:

Transportation costs in accordance with Section 2.1 above, for the employee and designated family member.

- (2) Actual and reasonable cost of commercial lodging plus an allowance for meals and incidental expenses for employee and designated family member each day, not to exceed the maximum per diem rate for the new location, as established by the GSA and published in FPMR A-40.

Actual dependent childcare expenses, as supported by receipts, up to a total of \$25.00 per day.

### 3.4 Moving Expenses

New and transferred employees are eligible for the following expenses:

- A. Movement of one owned vehicle, either by driving or shipping, except as permitted by 3.2.B. If the vehicle is driven, reimbursement shall be in accordance with 3.2.B. Motorcycles, which are shipped inside the commercial van or rental vehicle transporting household goods, are exempt from this limitation, but are subject to the provisions of 3.4.B, below.
- B. Transportation of household goods, including:
  - 15,000 lbs. Maximum limitation
  - Storage for up to 45 days
  - Reasonable insurance coverage
  - Packing and unpacking of household goods
  - Recreational equipment transported inside the commercial van or rental vehicle, excluding any surcharge for such equipment.
- C. Reimbursement shall be allowed for rental of trailers or trucks from commercial establishments for movement of household goods as follows:
  - If such cost exceeds \$500 for a truck or \$200 for a trailer, the claim must be accompanied by at least three competitive bids, and reimbursement shall be made at the rate proposed in the lowest bid.
  - If an employee moves household goods by towing a utility trailer with his or her vehicle, there shall be a mileage allowance for each of the two vehicles not to exceed the applicable mileage allowance provided for in Section 3.2.B., above.
- D. Reasonable and customary closing costs on the purchase of new home, not to exceed 5 percent of purchase price.

- E. Reasonable and customary closing costs on the sale of existing residence (excluding real estate commission), not to exceed 5 percent of sale price.
- F. Real estate commission on the sale of existing residence, not to exceed 6 percent of sale price.
- G. Lease cancellation charges where appropriate.

### 3.5 Return Travel Expenses

SURA may pay travel and moving (excluding those identified in Section 3.4.D, E, F, and G above) in accordance with its travel policy for term employees only if such reimbursement was a part of the original term appointment agreement. Allowances for return travel and relocation shall not exceed the original travel and relocation allowances unless approved in advance by the Contracting Officer. As used in this paragraph, allowances are defined as types of expenses, not cost of reimbursement. For example, if SURA allowed a new or transferred term employee to ship 200 lbs. of baggage to the new location, the return allowance would also be 200 lbs., even if the costs of the two shipments were different. Return moves will be limited to the point of origin of the original move or lesser distance.

### 4.0 Honoraria

An honorarium may be paid to a visitor or guest performing a service for SURA up to a maximum of \$400 per day, but not to exceed \$2,400 per calendar year unless approved in advance by the Contracting Officer. Visitors and guests who are paid honoraria shall not be employees of other DoE funded contracts.

### 5.0 Foreign Exchange Visitors

- A. Foreign exchange visitors who, as a result of a collaborative agreement between SURA and a foreign institution, perform services for SURA connected with work under this contract may be paid a fixed periodic stipend in lieu of living expenses. Stipends paid to foreign exchange visitors may not exceed a combination of the lowest established lodging rate at the SURA Residence Facility and the local M&IE rate. Stipends may be paid only to foreign exchange visitors holding visas which allow for direct monetary payments to them.

- B. SURA may provide sickness and accident insurance coverage for certain foreign exchange visitors under the following conditions:
- (1) A plan, separate from all SURA employee plans, will be established, providing only the minimum benefits and coverages as required under 22 CFR 514.4 (Insurance) and other applicable USIA regulations governing the Exchange Visitor Program.
  - (2) SURA will inform all foreign exchange visitors in advance of their arrival in the United States of the requirement and their responsibility to be insured during the period of the visit.
  - (3) Foreign exchange visitors normally will be expected to pay the full cost of such insurance coverage. However, upon a determination by SURA of a visitor's financial need (i.e., where the visitor receives no salary or wages and has no other resources), SURA may pay an appropriate portion, or up to 100 percent of the premiums.

## Appendix D.2- Foreign Travel Authorization

# Appendix D.2



**Department of Energy**  
Oak Ridge Operations  
Continuous Electron Beam  
Accelerator Facility Site Office  
12000 Jefferson Avenue  
Newport News, Virginia 23606

January 25, 1993

Dr. Hermann A. Grunder, Director  
SURA/CEBAF  
12000 Jefferson Avenue  
Newport News, VA 23606

Dear Dr. Grunder:

**DELEGATION OF AUTHORITY FOR APPROVING FOREIGN TRAVEL**

Our M&O contract (Article 54, Foreign Travel) requires the prior approval of the Department of Energy (DOE) for foreign travel charged to the contract. Notwithstanding this provision, you are hereby delegated the authority to approve foreign travel for SURA employees traveling in performance of the contract work except for the following which requires the prior approval of DOE:

1. Travel to sensitive countries as identified in DOE Order 1500.3, Foreign Travel Authorization, and as amended in the future;
2. Travel to major international conferences as defined in DOE Order 1500.3, Foreign Travel Authorization, and as amended in the future;
3. Travel of eight weeks or longer in one location; and
4. Travel requests in which advance notification to DOE is less than 45 days for a manual submission or 30 days for an automated submission.

This delegation of authority is based on SURA's implementation of its proposed foreign travel policies and procedures (reference SURA/CEBAF letter, J. Leverenz to D. Sloan, dated October 26, 1989) which have been determined to meet the requirements of DOE Order 1500.3, Foreign Travel Authorization. Except in your absence, this approval authority may not be redelegated. In your absence, your designee of acting laboratory director may approve foreign travel with the same authority delegated to you. DOE will notify SURA of any changes to DOE foreign travel policies that affect the processing of foreign travel requests or this delegation. SURA shall provide notification to the DOE Site Office of any proposed substantive changes in



# memorandum

DATE: AUG 3 1990

REPLY TO

ATTN OF: ER-622

SUBJECT: Delegation of Authority for Approving Foreign Travel Requests

TO: K. Dean Helms, Project Manager  
CEBAF Site OfficeTHRU: Joe La Grone, Manager  
Oak Ridge Operations Office

In accordance with the requirements set forth in DOE Order 1500.3, "Foreign Travel Authorization," Oak Ridge Operations Office has certified in writing that the Continuous Electron Beam Accelerator Facility (CEBAF) has in place a system for reviewing official foreign travel that addresses, as appropriate, the concerns outlined in Attachment 1 of that Order.

Therefore, effective immediately, I hereby delegate approval authority to the Director of CEBAF for ER non-sensitive foreign travel by CEBAF employees, except foreign travel involving major conferences and/or long-term training assignments. The latter foreign travel requests must still be approved at Headquarters.

Any questions concerning the above delegation of authority may be directed to Shirley Ferguson on FTS 233-5275.

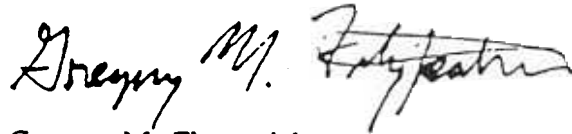


James F. Decker  
Acting Director  
Office of Energy Research

January 25, 1993

its foreign travel policies and procedures. In conjunction with this delegation, SURA should begin to implement the DOE Foreign Travel Management System to allow the automated submission of SURA's foreign travel requests to DOE. We will continue to coordinate with Julie Leverenz on the details of implementing this system.

Sincerely,

A handwritten signature in dark ink, appearing to read "Gregory M. Fitzpatrick". The signature is fluid and cursive, with the first name "Gregory" being the most prominent.

Gregory M. Fitzpatrick  
Contracting Officer

cc: S. Fivozinsky, HQ/ER-23  
S. Ferguson, HQ/ER-622  
G. Person, HQ/IE-12  
M. Henderson, OR/ER-113  
K. D. Helms, CSO  
J. Conley, CSO  
J. Coleman, SURA  
M. Burns, SURA  
J. Leverenz, SURA